

MINUTES OF THE
MARICOPA ASSOCIATION OF GOVERNMENTS
TELECOMMUNICATIONS ADVISORY GROUP

December 1, 2000
MAG Office
302 North First Avenue
Phoenix, Arizona

MEMBERS ATTENDING

Jim Hull, Mesa, Chair
*Betsy Wise, Carefree
*Bill Mitchell, Chandler
Peter Putterman, Fountain Hills
Shawn Woolley, Gilbert
*Jerry Wightman, Glendale
John Imig, Goodyear
Lynn Dunn, Litchfield Park
Cary Parker, Maricopa County

Duncan Miller, Paradise Valley
Ralph Spencer for Sandy Teetsel, Peoria
Greg Binder, Phoenix
Debbie Kohn, Scottsdale
John Laue, Tempe
*Ralph Velez, Tolleson
*Craig Stender, ADOT
Randi Alcott, RPTA

*Members neither present nor represented by proxy

OTHERS PRESENT

Dawn Marthini, El Mirage
Tracy Corman, Queen Creek
Hung Sa Kloeng, Queen Creek
Heidi Pahl, MAG

Rita Walton, MAG
Tiffany M. Lopez Powell, MAG
Audrey Skidmore, MAG

1. Call to Order

The meeting was called to order at 3:05 p.m. by Jim Hull. The following members attended via telephone conference call: Jim Hull, Shawn Woolley, Peter Putterman, John Imig, Lynn Dunn, Ralph Spencer, John Laue, Duncan Miller, Tracy Corman and Hung Sa Kloeng.

2. Approval of October 19, 2000 and October 26, 2000 Meeting Minutes

It was moved by Greg Binder, seconded by Peter Putterman and unanimously recommended to approve the October 19, 2000 and October 26, 2000 meeting minutes.

3. MAG Regional Videoconferencing System Project

Jim Hull explained that the MAG Telecommunications Advisory Group (MAGTAG) meeting is being held to discuss the recommendation made by the Proposer Evaluation Group. Mr. Hull stated that two proposals were submitted in response to the Request for Proposals (RFP), one proposal from Wire One Technologies, Inc. and the other proposal from Norstan Communications, Inc. Mr. Hull

explained that the proposals had been closely reviewed and several references were checked for both companies.

Jim Hull said that the Proposal Evaluation Group would like to recommend Norstan in spite of their higher cost because they offered the greatest chance of success for the project. Mr. Hull opened the floor for discussion and questions.

Ralph Spencer asked whether any legal issues, such as organizational conflict of interest, had been examined. Rita Walton replied that MAG Legal Counsel had been consulted and there was no conflict of interest based on the fact that the original RFP requested equipment recommendations and this RFP specifically stated which equipment would be purchased and installed. Ms. Walton also stated that this legal opinion was submitted to MAG in writing.

Peter Putterman asked for an update on the status of the project in regards to receipt of hardware by the member agencies. Heidi Pahl responded that 20 member agencies have videoconferencing equipment and nine sites do not have videoconferencing equipment. Ms. Pahl stated that Avondale, Gila River Indian Community, Goodyear, Guadalupe, Litchfield Park, Queen Creek, Salt River Pima-Maricopa Indian Community, Scottsdale, and Wickenburg do not have their videoconferencing equipment.

Peter Putterman asked if MAG currently owns the outstanding videoconferencing units or whether they will need to be purchased and if they need to be purchased will it be the same equipment. Heidi Pahl responded that MAG is not certain if they own the outstanding nine units but if they needed to be purchased that they would be consistent with what was already purchased. Ms. Pahl stated that there may be seven videoconferencing units in the old Intellisys Group Tempe warehouse. She noted that MAG will need to follow up with Surety Company to verify that these units are in fact in the warehouse. Rita Walton also explained that both Proposers are aware of the status of the seven units that may be in the warehouse.

Ralph Spencer questioned whether the Proposers were aware that some sites although they may have their equipment they are unsure of if the equipment operates properly. Ms. Pahl responded that the Proposers are aware of these issues and it will be the responsibility of the chosen Proposer to perform site visits, assessments of each site, to ensure that each videoconference unit is fully operational and complete, and to bring the entire RVS to full system acceptance.

Debbie Kohn explained that this project has been very difficult and time consuming and the decision to recommend Norstan to MAGTAG was reached after great discussion. Ms. Kohn went on to explain that Norstan seems better equipped to handle the job in spite of the higher cost involved. She thanked the Proposal Evaluation Group for their time and effort.

Duncan Miller asked for information on Norstan's proposed costs. Rita Walton informed the committee that the costs in Norstan's proposal did not include specifics on the custom room due to the fact they have not evaluated the room. Ms. Walton explained that Norstan's cost included bringing the system up to full system acceptance including the possible purchase of nine units and complete training. The quoted price for this was approximately \$350,000. Ms. Walton noted that

Norstan quoted a price of \$350,000 to service and support the system for three years and Wire One Technologies quoted a price of \$292,000 to service and support the system for three years.

Jim Hull explained that Norstan is limited by Arizona State Contract pricing, as they are on the State Contract and cannot go below that pricing. Mr. Hull also stated that there should be no problems with Congestion Mitigation and Air Quality (CMAQ) funds. Rita Walton indicated that MAG's estimate for the three year service and support, prior to official budgeting approval was \$450,000, and both Proposers submitted plans below that amount.

Jim Hull stated that there was a great deal of time and effort put into review and discussion of the proposals and that neither Proposer was stellar or had addressed every element, but that Norstan represented the greatest chance for success of the Regional Videoconferencing System (RVS) and would ensure completion.

Hung Sa Kloeng asked who reviews the recommendation set forth by MAGTAG. Rita Walton responded that the recommendation is forwarded to the MAG Regional Council for review in December, 2000. Ms. Walton explained that MAGTAG preferred not to wait until Management Committee convenes in January, 2001, but that MAG staff would inform members of the Management Committee via a memo of any action prior to the Regional Council's review of MAGTAG's recommendation.

Peter Putterman asked if there was anything that MAGTAG members should do to encourage a positive response from the Management Committee. Jim Hull responded by suggesting some form of communication to keep their City Managers informed and that members of MAGTAG could offer to answer any questions that may arise regarding the RVS. Ms. Walton added that Management Committee members had indicated that they would like the chance to review the recommendation before it goes to Regional Council. Mr. Hull encouraged members to inform their City Managers that the project is on track and moving forward.

Debbie Kohn made a motion for MAGTAG to recommend Norstan Communications, Inc. as the contractor for the Regional Videoconferencing System project, including completion of the RVS, providing three years of service and support for the System, and that MAG staff negotiate the contract. Peter Putterman seconded the motion.

Greg Binder stated that the Proposal Evaluation Group advised MAG staff to negotiate a 'best and final' with Norstan.

Peter Putterman inquired as to whether Norstan's proposal included the custom room or if that had to be a separate bid. Rita Walton stated that MAG staff has gone over Norstan's proposal closely with regards to the figures and they will ensure the custom room is included before contract signing.

Jim Hull restated that MAGTAG will defer to MAG staff to negotiate a contract, keep the committee informed of any issues that may arise, and offer the opportunity to discuss any such issues. Mr. Hull stated that based on the information presented today, MAG staff should go ahead with the proposal including the 'best and final' provision.

Jim Hull asked for a roll call vote. Norstan was unanimously recommended by MAGTAG.

Jim Hull thanked everyone for their effort and hard work and expressed appreciation for the continued understanding by all of the jurisdictions. Mr. Hull also thanked MAG staff for their tremendous hard work and effort throughout this process. Rita Walton stated that MAG staff could not have done it without the major support of MAGTAG and that she appreciated working with them.

Lynn Dunn asked what the proposed time frame is for completion of the RVS project by Norstan. Heidi Pahl responded that it will be presented to the MAG Regional Council on December 13, 2000. Rita Walton added that the process of contract negotiation will result in a signed contract by the end of the year, with the project completed within 90 days of contract signing. Mr. Hull stated that Norstan included the date of April 10, 2001 in their proposal for an estimate but that it could be sooner.

4. Announcements and Public Input

Jim Hull asked the MAGTAG committee members if the next TAG meeting date of December 28, 2000 should be changed due to the holidays. After some discussion, the committee agreed to change the next MAGTAG meeting to December 21, 2000 at 10:00 a.m.

Debbie Kohn also asked for an update of the Arizona Partnership for the New Economy (APNE) recommendations at the next MAGTAG meeting. Heidi Pahl stated that she will consult the appropriate parties and place it on the December 21, 2000 MAGTAG agenda.

5. Date of Next Meetings

The next MAGTAG meeting will be held on December 21, 2000 at 10:00 a.m. at the MAG offices in the Palo Verde Room. Heidi Pahl stated that the telephone conference call option is available for this meeting.

Randi Alcott motioned to adjourn and the motion was seconded by Ralph Spencer. The meeting was adjourned at 3:35 p.m.